

**MENTAL HEALTH LEGISLATIVE COMMITTEE**

**SELF-ASSESSMENT CHECKLIST**

	Issue	Yes	No	Partly	Don't know	Comments / Action
1	Does the Committee have terms of reference adopted by the Board, which are reviewed annually to take into account governance developments (including good governance principles) and the remit of other committees within the organisation?					
2	Does the Committee have adequate administrative support and sufficient membership, authority and resources to perform its role effectively and independently?					
3	Are changes to the Committee's current and future workload discussed and approved at Board level?					
4	Are Committee members independent of the management team?					
5	Are new members provided with adequate induction & ongoing training?					
6	Are members confident they have sufficient knowledge of the organisation's business to identify key risk areas and to challenge line management on critical and sensitive matters?					
7	Does the Committee assess its own effectiveness periodically?					
8	Has the Committee established a plan of matters to be dealt with across the year?					
9	Does the Committee meet sufficiently frequently to deal with planned matters, and is enough time allowed for questions and discussions?					

	Issue	Yes	No	Partly	Don't know	Comments / Action
10	Are Committee papers distributed in sufficient time for members to give them due consideration?					
11	Are Committee meetings scheduled prior to important decisions being made?					
12	Is the timing of Committee meetings discussed with all the parties involved?					
13	Has the Committee reviewed whether the reports it receives are timely and have the right format and content to enable it to discharge responsibilities?					
14	Has the Committee reviewed the robustness of the data behind reports and assurances received by itself and the Board?					
15	Has the Committee reviewed its performance in the year for consistency with its: <ul style="list-style-type: none"> <li>• Terms of reference?</li> <li>• Programme for the year?</li> </ul>					
16	The Committee prepares an annual report on its work and performance in the preceding year for consideration by the Board.					
17	Does the Annual Report and Accounts of the organisation include a description of the Committee's establishment and activities?					

Please note below any areas where you feel the Committee does not function effectively or where you feel improvement could be made: